

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

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POSITION: **CAREER PATHWAYS INSTRUCTOR**

PURPOSE: Assist adults to become literate; to obtain the knowledge and skills necessary for family-sustaining employment and self-sufficiency within the transportation, energy, manufacturing and health care industries.

QUALIFICATIONS:

Education: B.S. in Education or related field, Pennsylvania Teaching Certification preferred

Experience: 2 years educational experience with adults in workforce education or related teaching experience

Skills, Abilities, and Knowledge:

- a. Knowledge of adult education principles/theories
- b. Problem solving ability where independent judgement may be required
- c. Ability to work with all stakeholders as a team
- d. Conflict resolution practices
- e. Ability to maintain confidentiality
- f. Proficient computer knowledge and skills
- g. Ability to interpret data
- h. Effective oral and written communication skills
- i. Analyze and track data and other information
- j. Machine usage including photocopier, smart board, projectors, etc.
- k. Ability to deal with and adapt to frequent changes

REPORTS TO: Title I Supervisor

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently to constantly

Physical Efforts: Moderate physical effort in a predominately standing position

Special Demands: Some driving and potential eye strain. Current Act 33, 34 and FBI/DPW fingerprint clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated early minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Collaborate with identified employers, workforce professionals and post-secondary institutions to craft pathways curriculum and goals
02. Creates and sustains a positive adult learning environment
03. Promotes independent and lifelong learning
04. Designs and plans instruction tied to Career Pathways cluster educational qualifications
05. Instruct using a variety of delivery methods
06. Assesses and monitors learning
07. Utilizes community resources
08. Encourages adult learner involvement in the community
09. Understands goals, policies and procedures of the Private Industry Council
10. Exhibits accountability
11. Participates in professional development activities as assigned
12. Complete forms, time cards, and other paperwork as required
13. Assist in special projects or assignments as directed

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: E